



Baltimore City Department of Human Resources

Gladys B. Gaskins, Director of Human Resources

Stephanie Rawlings-Blake, Mayor

EXAMINATION FOR:

AUTOMOTIVE MECHANIC

SALARY:

\$34,504 – \$38,970

Plus an hourly stipend of \$0.45 for each ASE certificate

GRADE:

434

CLOSING DATE:

Continuous Recruitment - August 6, 2010 is the last day to file an application.

POSITION: An Automotive Mechanic performs a wide range of diagnostic, installation, maintenance and repair work on a variety of automotive, heavy truck, heavy equipment and other mechanical equipment. Employees may work shift work including weekend hours and are subject to callback.

NOTE: Employees must provide their own tools.

NOTE: Employees will receive an hourly stipend of \$0.45 for up to eight ASE (Automotive Service Excellence) certificates obtained and maintained.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management;

AND

Have graduated from an accredited high school or possess a GED certificate;

AND

Have four years of experience in the maintenance and repair of automotive and other mechanical equipment.

Six months of additional experience in automotive maintenance and repair work may be substituted for each year of the high school or GED requirement.

Completion of one year of the required course work in an automotive mechanic curriculum in an accredited high school, vocational school or college or university may be substituted for one year of the experience requirement.

An associate's degree from an accredited college or university in automotive technology or a related field may be substituted for two years of the experience requirement.

Completion of a recognized Motor Equipment Mechanic apprenticeship program may be substituted for the experience requirement.

NOTE: A valid Maryland Class B Commercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management is required for some positions in this class.

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KR/mb POSTED: 05/17/10

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.

NOTE: YOUR LICENSE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

NOTE: Those eligibles who are under final consideration for appointment to some positions in this class will be required to authorize the release of criminal conviction information.

CONTINUOUS RECRUITMENT: Vacancies may be filled at any time. Applications will be processed in the order in which they are received. Delay in filing your application may prevent you from being considered for vacancies.



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